



POSITION DESCRIPTION

POSITION TITLE:	Personal Assistant
ANNUAL SALARY:	\$75,000 – \$85,000p.a. depending on level of experience
SUPERANNUATION:	10.5% Employer Contribution
SALARY PACKAGING:	Up to \$18,550 FBT exempt
ROLE:	Full Time
LOCATION:	Mollison House, East Melbourne

About us

The Bionics Institute is an internationally recognised, independent medical research institute that solves medical challenges with technology. We lead the world in the research and development of innovative medical devices and therapies to improve human health. Our multidisciplinary team comprises world-class scientists, engineers and researchers, and our laboratories are located in St Vincent's Hospital Melbourne, close to our clinical collaborators.

Together we transform the lives of people with a range of conditions, including hearing impairment, Crohn's disease, Parkinson's disease, epilepsy, stroke, arthritis, and diabetes.

About you

The incumbent is responsible for providing a wide range of executive assistance and general administrative support to the CEO and two other Senior Executives. The role includes high level executive assistance, event management preparation and interaction with high level third parties. It is an extremely busy and important role with a lot of variety and requires someone who is able to thrive on multi-tasking, has a can-do attitude and will take ownership and responsibility for their role.

Key Responsibilities:

- Provides secretarial and administrative support to the CEO and two other Senior Executive(s).
- Organising business appointments and travel arrangements for the CEO and two other Senior Executive(s).
- Assists the CEO and two other Senior Executive(s) with development of presentations and other materials as required including of both a technical and general nature.

- Multiple Diary management, coordinating meetings and functions as required.
- Creates purchase orders for CEO purchases.
- Enters invoices for CEO into the Workplace Database.
- Reconciles credit cards for the CEO.
- Communicating with the organisation's Executives, Executives of external organisations, Board members, suppliers, and clients on behalf of Senior Executive/s.
- Coordinating the organisation of business functions, lunches, and dinners.
- Assists with the coordination of direct mail campaigns, invitations, and program materials.
- Donor and prospective donor interaction and relationship management.
- Supporting other Senior Executive/s when required.

Level of supervision and independence

The incumbent is expected to carry out a range of tasks that require a high level of administrative and planning skills. Whilst general direction is provided by their supervisor, the incumbent is expected to work with autonomy, be proactive and exhibit initiative and flexibility. The position has no direct reports.

Problem solving and judgement

The incumbent is expected to have the ability to research and recommend effective solutions to problems as and when required.

Interpersonal and organisational skills

The incumbent will require well developed interpersonal skills with the ability to work well in a team. The incumbent requires strong time management skills with excellent attention to detail.

Essential Selection Criteria:

- At least 5 years of experience as a Personal Assistant.
- Completion of a relevant diploma or bachelor's degree and/or significant relevant professional experience.
- Able to manage and coordinate multiple Senior Executive diaries
- Demonstrated organisational, analytical, and problem-solving skills with an impressive track record of meeting deadlines and responding productively to changing requirements.
- Excellent interpersonal and communication skills. This will include high level written and oral communication skills, high quality report writing, the ability to present visual and audio material effectively and to interpret information for communication with a variety of audiences.
- Demonstrated ability to build strong relationships with a wide range of stakeholders and the ability to influence and work to achieve deadlines through others.
- A strong track record of taking initiative, delivering on requirements and with an eye for detail.
- Proficiency with Microsoft Office programs.

Desired Selection Criteria:

- Proven administrative experience working in the Australian scientific research, not-for-profit, university or related environment.

Applications Close: Friday, 25th November 2022, 11.59 pm. However, applications will be considered as they are received, and the position may be filled ahead of the closing date.

Requirements:

- A police check is required.
- The Bionics Institute requires that staff are vaccinated against COVID-19.

If you believe you meet the requirements for this Personal Assistant position, please submit your application by clicking 'Apply for Job' via SEEK.

<https://www.seek.com.au/job/59004104>

Please include a CV and a brief cover letter (max 2 pages) that addresses the Selection Criteria.

For further information about the <enter in position title>, please contact the HR Officer, Ms. Cindy Verrells, by email: cverrells@bionicsinstitute.org

Bionics Institute is an equal opportunity employer and female applicants are encouraged to apply. The Institute is committed to maintain a smoke free workplace and a workplace that is free from sexual harassment. The Bionics Institute's workplace embraces the Occupational Health and Safety Standards.